

PRIVACY POLICY and PROCEDURES

WHO WE ARE

St Margaret's Hall (the Hall) is registered with the Charity Commission for England and Wales (registration number 304561). Its address is St Margaret's Hall, Lower Road, Horsington, Templecombe. BA8 0EH.

PRIVACY NOTICE

St Margaret's Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, and its fundraising activities.

This policy is intended to provide information about how the Hall will use (or process) personal data about individuals including its Trustees and users of the Hall.

This information is provided because the General Data Protection Regulations give individuals rights to understand how their data is used. Trustees and Users are encouraged to read this Privacy Notice and understand the Hall's obligations to its entire community.

This Privacy Notice applies alongside any other information the Hall may provide about a particular use of personal data, for example, when collecting data via an online or paper form.

This Privacy Notice also applies in addition to the Hall's other relevant terms and conditions and policies including any contract between the Hall and its hirers.

Anyone who acts on behalf of the Hall (including Trustees, Volunteers and Service Providers) should be aware of and comply with this Privacy Notice which also provides further information about how personal data will be used.

RESPONSIBILITY FOR DATA PROTECTION

The Secretary will deal with your requests and enquiries concerning the Hall's use of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Regulations.

WHY THE HALL NEEDS TO PROCESS DATA

In order to carry out the functions of the Hall, the Trustees need to hold a small amount of personal data about Trustees, Users and Hirers of the Hall.

TYPES OF PERSONAL DATA HELD BY THE HALL

For example this will include:

Names, addresses, telephone numbers, email addresses and other contact details.
Bank details and other financial information about contractors who work for the Hall.
Correspondence with and concerning Trustees and others past and present.

HOW THE HALL COLLECTS DATA

Generally, the Hall receives personal data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as telephone, email or correspondence). The Accident Book should be checked by the Safety Officer at least once a month and if any information is contained therein it should be filed securely.

WHO HAS ACCESS TO PERSONAL DATA AND WHO THE HALL SHARES IT WITH

Personal data collected by the Hall will remain within the Hall and will be processed by Trustees only in accordance with access protocols (i.e. On a need-to-know basis).
The Hall **will not** share personal information relating to its community with third parties.
Practically, if any information has been applied for by a third-party, the request will be forwarded directly to that person so that they can make contact if they so desire.

In accordance with General Data Protection Regulations some of the Hall's processing activity is carried out on its behalf by third parties, such as ICT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the Hall's specific directions.

HOW LONG WE KEEP PERSONAL DATA

The Hall will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

A limited and reasonable amount of information will be kept for archiving purposes, for example, correspondence. Data should be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers.

YOUR RIGHTS

Rights of Access

Individuals have various rights under Data Protection Regulations to access and understand personal data about them held by the Hall, and in some cases ask for it to be erased or amended.

Any individual wishing to access or amend their personal data should put the request in writing to the Hall's Secretary.

The Hall will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time limits, (which is one month in the case of requests for access to information).

Requests that cannot be fulfilled

You should be aware the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals.

Consent

Consent is required in writing for the dissemination of private data on public noticeboards and websites.

Where the Hall is relying on consent as a means to process personal data any person may withdraw this consent at any time.

Whose rights?

The rights under the Data Protection Regulations belong to the individual to whom the data relates.

DATA ACCURACY AND SECURITY

The Hall will endeavour to ensure that all personal data held in relation to an individual is as up-to-date and accurate as possible.

An individual has the right to request that any inaccurate or out of date information about them is erased or corrected.

The Hall will take appropriate technical and organisational steps to ensure the security of the personal data about individuals. All Trustees will be made aware of this policy and their duties under Data Protection Regulations and receive relevant training.

QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Chair of the Hall's Management Committee.

If an individual believes that the Hall has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should contact the Chair of the Hall's Management Committee. You can also make a referral to or lodge a complaint with the Information Commissioners Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the Hall before involving the regulator.